

Special request forms serve as written requests from researchers to Animal Resource personnel. Common requests include: fasting or restricted feeding and/or watering, providing medicated food and/or water and rodent euthanasia. Special requests are also used to ask for training in bi methodology or to call attention to an animal's experimental condition. To assure successful implementation of your requests, the Animal Resource management asks that you follow these guidelines:

- Make your requests legible, concise and clear.
- Verify that what you are requesting is described in your approved UCAR protocol.
- Make the end date within one year of the start date. The Animal Resource office can no longer accept requests with an end date stating "until further notice", "forever" or "-----".
- Make sure that contact information (lab and cell phone) are correct.
- Submit your special request by 2 PM on the business before the day it is to take effect.
- Remove outdated and/or redundant special requests from the animal room upon submission of a new one.

We understand your need for timely action. Keep in mind that requests received late in the day might not be implemented the following day. Requests must be logged in and approved prior to being posted in the animal room. Also, requests that are unclear or incomplete will not be acted upon until information is clarified.